

# YOUTH SERVICES POLICY

<b>Title:</b> Criminal Record Check <b>Next Annual Review Date:</b> 05/29/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.18
	<b>Page 1 of 3</b>
<b>References:</b> ACA Standard 2-CO-1C-18 (Administration of Correctional Agencies); 4-JCF-6C-05 (Performance-based Standards for Juvenile Correctional Facilities); YS Policy No. A.2.1 "Employee Manual" and YS Policy No. A.2.12 "Personnel Records"; La.R.S. 15:825.3, 15:587.1, 17:15 and 46:51.2	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, MSW, Ph. D., Deputy Secretary</i>	<b>Date of Approval:</b> 05/29/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To gain knowledge of any prior criminal activity on the part of a current or prospective employee, volunteer, intern, contract staff, or educational staff to identify annually any criminal activity that could adversely affect the individual's job performance.

## III. APPLICABILITY:

This policy applies to all prospective and current employees, volunteers, contract staff, interns and educational staff. Each Unit Head shall be responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

## IV. DEFINITIONS:

***National Criminal Information Center (NCIC)*** - a computerized index of criminal justice information (i.e. - criminal record history information, fugitives, stolen properties, missing persons)

***Volunteer*** - an individual who donates his/her time and effort to enhance the activities and programs of the unit, without financial remuneration, whether a volunteer or intern.

**V. POLICY:**

It is the Deputy Secretary's policy that the criminal history of all prospective employees be evaluated. Therefore, all prospective employees shall undergo a criminal record check through the National Crime Information Center (NCIC) and the Louisiana Computerized Criminal History System (LACCH) prior to their employment. Fingerprint cards will continue to be submitted to the Louisiana Bureau of Criminal Identification and Information.

**Previous Regulation/Policy Number:** A.2.18

**Previous Effective Date:** 09/16/2002



**Attachments/References:** A.2.18 (a) Criminal Record Check Request.doc